

**South Cove Community Health Center  
Daily Closing Report  
Location: 277 Commercial Street**

**Date:** \_\_\_\_\_

**Instructions:**

1. Each location will print out eClinicalWorks Day Sheet or QS1 Cash Analysis reports.
2. Balances of Cash, Checks, or Credit Cards should be reported from the reports in Column 2. Actual Cash, Checks, and Credit Card amounts should be reported in Column 3. Both Column 2 and Column 3 should match.
3. Checks and Cash are to be deposited daily. Attach all credit card receipts, credit card settlement slip, deposit slip and Day Sheet/Cash Analysis reports to form and submit to Accounting.
4. If there is a mismatch between Column 2 and Column 3 please check for error and/or contact accounting department.

<b>Reception Desk</b>		<b>Submitted by:</b> _____
	ECW Balance	Cash/Checks/CC Settlement Balance
<b>Cash</b>		
<b>Check</b>		
<b>Credit Card</b>		
<b>Total</b>		

<b>Medical Records</b>		<b>Submitted by:</b> _____
<b>Cash</b>		
<b>Check</b>		
<b>Credit Card</b>		
<b>Total</b>		

<b>Bank Deposit</b>		<b>Submitted by:</b> _____
<b>Cash</b>		
<b>Check</b>		
<b>Total</b>		